

DHSS Wellness Related Perks

DHSS has put in place some policies to support employees in being well. Below is a short summary of some policies and resources. See DHSS policies for full details:

<http://dhssnet.state.mo.us/policiesprocedures/>

DHSS Administrative Policy 14.3, "Worksite Health Promotion Activities"

Allows employees to participate in sponsored Lunch-N- Learn programs for 30 minutes and special events for up to one hour on no more than one day per month without being charged leave. Supervisor must approve arrangements prior to using the allowed time. Employees should code the time to REGLR in Delta.

DHSS Administrative Policy 8.11 page 6- "Donating Blood"

Allows time off during regular working hours, not chargeable to leave, for the purpose of donating blood during Red Cross or other blood supplier blood drives or at permanent blood donor centers. Prior approval from the supervisor is required. Employees may be required to provide proof of their visit to the donation site upon their supervisor's request. No leave request or time accounting entry is necessary. Employees are expected to return to the work unit as soon as physically able, normally within a period of two (2) or three (3) hours.

Policy 8.3 page 6- "Sick Leave for Personal Wellness Activities"

Allows the use of up to one (1) hour of accrued sick leave per month to participate in personal wellness activities. Leave shall only be used for a program or activity directly related to health promotion or disease prevention for the employee. Supervisors have the right to inquire about activities performed when using sick leave for personal wellness, in order to ensure that leave is being used in accordance with policy. Employees should code time to SLPW (Sick leave use Personal Wellness).

Qualifying activities include, but are not limited to:

- Attending a gym or a fitness class;
- Taking a walk, jogging, bicycling;
- Attending a class, seminar or webinar on diet, exercise, or wellness-related topics;
- Participating in an event or activity facilitated by a Department Wellness Team;
- Attending yoga, aerobics, kickboxing, or other health related course; and
- Participating in a tobacco cessation, weight management, stress management, or other related disease management session.

Examples of inappropriate use of Personal Wellness Leave include, but are not limited to:

- Shopping;
- Doing errands;
- Visiting family members and friends; and
- Taking extended lunch periods wherein health and wellness is not the focus of the lunch.

Strive for Wellness® The state's insurance wellness program is designed to encourage members to get and stay healthy. The program offers a library of educational information, printable recipes and videos.

<http://www.mchcp.org/striveForWellness/index.asp>

Strive for Wellness® includes two premium incentives: the Tobacco Free Incentive and the Partnership Incentive. To receive the Partnership Incentive of \$25 per month, you must complete the Health

Assessment and the Health Education Quiz. There is an optional MCHCP approved Health Action to get a free Tshirt. Log into my.mchcp.org – choose the Incentives drop down to find these.

Strive Employee Life & Family (SELF) (formerly EAP) Provides confidential professional counseling, financial and legal consultation, and identity theft resolution. Available 24/7 at 800-808-2261. If registering for the first time online, use "MCHCP" as the Org ID, then MCHCP when asked for the company. <http://www.guidanceresources.com/>

Also on this site are many On-Demand trainings and podcasts on topics such as: balancing life and work, managing emotions in the workplace, and many more.

Discounts

Some local fitness facilities may offer discounted fees for state employees. Ask to see what they offer.

WeSave Discount Program: To help employees stretch their household income, state employees who choose to participate in this **FREE** program will save money (*up to 40% off retail value*) on direct-buy products purchased from WeSave merchants.

State of Missouri Employee Discount Website: The website exists to offer active and retired Missouri state employees discounts on products and services from various vendors in order to express appreciation for their valued service to Missouri citizens. All discounted products and services offered through this website are provided at no cost to state employees or the State of Missouri.